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MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING
Wednesday, 10 February 1960

Present: C/MS - Chairman Dr. Tietjen
DC/MS - Voting Member Dr. [REDACTED]
C/OD - Voting Member Dr. [REDACTED]
C/PS - Voting Member Dr. [REDACTED]
C/CD - Voting Member Dr. [REDACTED]
Personnel Placement Officer Mr. [REDACTED]
C/SD - Executive Secretary Mr. [REDACTED]
Secretary to C/MS - Recording Secretary Miss [REDACTED]

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1. Minutes of Previous Meeting

The following corrections are to be made in the Minutes of the Medical Staff Career Service Board Meeting of 20 January 1960:

25X1A9a a. Mr. [REDACTED] assured the Deputy Chief, Support Division, that he had no plans for leaving the Agency, rather than so informing the Executive Secretary, as recorded.

25X1A9a b. C/CD asked that the Minutes be amended to indicate that, rather than not concurring in Mr. [REDACTED] assignment to [REDACTED], he merely did not comment. 25X1A6a

With these corrections, the Minutes were approved.

2. Report of Medical Technicians and Administrative Panel

25X1A9a Mr. [REDACTED] Chairman of the Medical Technicians and Administrative Panel, was present to comment on and answer questions of the Members regarding the memorandum entitled "Medical Training Program for Grades GS-6 through GS-11" dated 21 October 1959.

25X1A9a C/OD stated this memorandum reflects the thinking of the Training Officer in the development of a training program; however, C/OD did feel that the objectives of the Panel as outlined were too ambitious. In reply to DC/MS' comment that the paper did not contain specific recommendations, Mr. [REDACTED] stated the memorandum was designed to outline various avenues of training open to Medical Staff personnel and to stimulate thinking along these lines. C/CD concurred in the memorandum but stated he felt that in developing internal courses, technician and administrative personnel should participate to a greater degree than is indicated and it should not be the sole responsibility of the physicians to give the lectures and select the material for the course. C/SD questioned Mr. [REDACTED] regarding the need for training and Mr. [REDACTED] 25X1A9a

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replied the Panel feels the objectives are (1) to maintain and increase proficiency in all areas of responsibility within the Medical Staff, and (2) to prepare our personnel to accept additional responsibilities within the Agency.

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In conclusion, C/MS thanked Mr. [REDACTED] for his appearance before the Board. The Panel was encouraged to consider any matters affecting the technician and administrative personnel of the Medical Staff and to report the results of its deliberations to the Career Service Board.

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Mr. [REDACTED] was further advised that, as a result of the Career Service Board Meeting of 27 January 1960, the Training Officer is developing a training program for presentation to the Board.

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Mr. [REDACTED] was excused from the Meeting at the conclusion of this discussion.

3. Review of Fitness Reports

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a. [REDACTED] Medical Officer. Dr. [REDACTED] Fitness Report was rated by the Deputy Chief, [REDACTED] Station, and reviewed by the Chief, [REDACTED] Station. A memorandum from the Branch Chief in Headquarters indicated he did not feel the report reflected Dr. [REDACTED] degree of participation in intelligence activities. C/MS informed the Board Members this report was sent to the DD/S for his review since Dr. [REDACTED] handling of a case has been subject to question.

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b. Fitness Reports have been received on the following personnel and are available for the review of the Board Members:

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[REDACTED] B-13, Medical Officer
[REDACTED] GS-9, Medical Technician
[REDACTED] GS-7, Medical Technician

c. The Annual and final Fitness Report on [REDACTED] GS-12, Deputy Chief, Support Division, was reviewed by the Acting DD/S on request of C/MS.

4. Assignment

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a. Medical Technician, GS-11, [REDACTED]. By way of background, the Executive Secretary informed the Board Members that the NE Division originally did not wish a replacement for Mr. [REDACTED] when his tour of duty in [REDACTED] ended. However, it is now felt that it would be well to have medical representation in the NE area and, if the services of a medical technician are not required in [REDACTED] for a full tour, the incumbent may be moved to another location within the area.

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The Executive Secretary recommended the assignment of [REDACTED] to this position. Since Mr. [REDACTED] is not due to return from [REDACTED]

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25X1A6a [redacted] until May and Mr. [redacted] tour of duty in [redacted] will end in May, the Executive Secretary further recommended Mr. [redacted] be requested to extend his tour until the arrival of Mr. [redacted]. The Board Members concurred in these recommendations.

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b. Deputy Chief, Support Division, GS-12. C/MS announced to the Board Members that he had discussed with [redacted], GS-11, Administrative Officer, his eligibility and willingness to assume the responsibilities of this position to be vacated this week by Mr. [redacted]

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25X1A9a [redacted] This was done without consultation with the Career Service Board since Mr. [redacted] was the most eligible candidate for the position and also because the filling of this position was considered a command action. Mr. [redacted] will be assigned to this position, although it is recognized he will require additional training.

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In this connection, C/OD asked that the Board consider the assignment of [redacted] or [redacted] to the position which will be vacated by Mr. [redacted]. The Board noted this recommendation and this assignment will be considered by the Board at an early meeting.

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5. Promotion

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[redacted] GS-8, Medical Technician. A memorandum from C/OD requesting consideration of promotion of Mr. [redacted] to GS-9 was reviewed. According to the latest Competitive Evaluation of GS-8 personnel, Mr. [redacted]

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[redacted] is ranked No. 4 and is preceded by [redacted]. The Executive Secretary stated there are two courses of action which can be followed: (1) The supervisors of the first three individuals on the list can be informed of their eligibility for promotion and comments elicited; or (2) Mr. [redacted] promotion can be disapproved based on this evidence. The Executive Secretary recommended the former action be taken; the Board Members concurred. C/MS announced he would take this matter under advisement and will discuss it with C/SD before making a decision.

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6. Request for Reassignment

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[redacted] GS-7, Medical Technician. A dispatch recently received from [redacted] requested that Mr. [redacted] be considered for transfer from the Medical Staff into a position involving liaison, operational work, or TSS activities. This dispatch was accompanied by a memorandum from Mr. [redacted] in which he formally resigned from the Agency. Since there is confusion as to Mr. [redacted]'s intentions, C/MS asked that his resignation be accepted by the Medical Staff and that the entire matter be referred to the Office of Personnel for resolution on Mr. [redacted] return to Headquarters in April 1960.

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7. Miscellaneous

As a result of the Board's discussion of 20 January 1960, C/OD contacted the FI components of the area divisions with regard to the possible

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assignment of [REDACTED] GS-9, Nurse Anesthetist. There does not appear to be any possibility of utilizing her services in a non-official cover capacity as discussed. It was, therefore, agreed to so advise Miss [REDACTED] and to ask if she would like another tour of duty at [REDACTED]. The Executive Secretary will prepare a dispatch to this effect.

MS/mam

Distribution:

Orig - C/MS
1 - DC/MS
1 - C/OD
1 - C/PS
1 - C/CD
1 - C/SD

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